



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

14 December 2004

Memorandum For the Commander, Navy Installations Command Workforce

SUBJECT: Department of Defense National Security Personnel System

The Department of Defense (DoD) has announced the DoD Commands that will be included in the first wave, called Spiral 1.0, of conversion to the National Security Personnel System (NSPS). I am pleased to inform you that within the Commander, Navy Installations Command (CNI), one of our organizational elements will be included in the first spiral conversion. I congratulate Naval Air Engineering Station (NAES) Lakehurst (UIC 61012) for being selected to lead CNI in this important transformational endeavor. This initial conversion to the Human Resources and Appeals aspect of NSPS will include only General Schedule employees; our Command Federal Wage System and overseas employees will be converted in subsequent conversion spirals. The Labor Relations portion of NSPS, however, will be implemented across the entire Department as early as July 2005.

As participants in the initial NSPS conversion, NAES Lakehurst will help DoD lead the way in transitioning the civilian workforce to a modern, agile human resources system, which facilitates both the achievement of our Human Capital Transformation goals and the effective execution of our National Security mission. I am proud that CNI is part of this venture.

As Mary Lacey, the NSPS Program Executive Officer, states in her letter to Spiral One participants (only NAES Lakehurst), one of the most important steps in smoothly transitioning to NSPS will be your understanding of the new system. Regardless of whether you are included in the first or a subsequent phase of deployment, you should endeavor to learn all you can about operating under NSPS. To help with this effort, I have appointed CAPT Mark Bathrick, Commanding Officer of NAES Lakehurst as the CNI NSPS Executive Change Agent. CAPT Bathrick and his team of Regional NSPS Change Agents will work with me and the Regional Commanders to ensure you have the NSPS information and training necessary to understand and successfully convert to the new system.

The Department of the Navy will be providing NSPS information and training materials in addition to those that will be on the DoD website (www.cpms.osd.mil/nsps). An NSPS curriculum on key interpersonal skills that may be helpful to you as you prepare for NSPS has been developed and loaded to the E-Learning section of the Navy Knowledge On-Line Website at WWW.NKO.Navy.mil. Classroom training is also being planned.

Being on the leading edge of NSPS implementation is a wonderful opportunity for our Command. With your help, we will make this the best human resource management system possible...one that is reflective of the high quality workforce that supports our Command and National Security mission.

A handwritten signature in black ink, appearing to read "C. E. Weaver", is located below the main body of the memorandum.

C. E. WEAVER